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FILE: TITLE   MEMO   A   COMPUTER C. TER

Categories : Orientation = O   General Skills = GS
            Specialised
            Skills   = SS   Broadening = B
                                 Management = M
                                 Substantive = Su

COURSE TITLE	UNIT	COURSE NUMBER	Directorate	Cat
Acquisition Management for CIA Tech Pers	MAT	1012236	C	SS
Administrative Directorate Trends & Highlights	IT	1005220	A	O
Administrative Procedures	MAT	1005219	C	SS
** Administrative Techniques	MAT	1015457	C	GS
ADP Seminar	ISC	1015458	C	GS
~~Advanced~~ INTERMEDIATE AIM	ISC	1015459	C	GS SS
Advanced Intelligence Seminar _NO!_	IT	1005218	C	B
~~Advanced Management Seminar~~	~~MAT~~	~~1015460~~		
Agency Orientation & Office Procedures	MAT	1015460	C	O
AIM Administrators Course	ISC	1015462	C	SS
AIM and Host Base Word Processing Systems	ISC	1014220	C	GS SS
Analysis Support Course	IT	1013666	I	SS
Analysis Training Course for DDI CT'S	IT	1012124	I	SS
Artificial Intelligence Seminar	ISC	1015463	C	B
Automated Information Management, Intro to	ISC	1012219	C	GS
Briefing Techniques Course	MAT	1012042	C	GS
CAMS2 Language & Functions	ISC	1015464	I C	SS
Career Trainee Development Course	IT	1012156	C	O
** Career ~~Development~~ TRANSITIONS Development	MAT	1015465	C	SS
China Familiarization — regional program	IT	1005210	C	Su
CIA Financial Systems	MAT	1005209	C	SS
CIA Today & Tomorrow	IT	1005207	C	O
Communism in a Contempory World — Regional program	IT	1012237	C	Su

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FILE: TITLE   MEMO   COMPUTER ENTER

Title		MEMO	COMPUTER	ENTER	
Correspondence Workshop		MAT	1015466	C	G
Counseling Course	*Supervisory*	MAT	1008671	C	25X1
Counseling Workshop		MAT	1012297	C	
✗ Defense Economics Course	*, yes*	ISC	1012288	I C	S

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Defense Industries Course	IT	1005204	I

~~DESIST Data Base Administrators Course~~ ~~ISC~~ ~~1015467~~

DESIST for Users	ISC	1015468	I C	
~~DESIST Instructor Training~~	~~ISC~~	~~1015469~~		
DESIST Packages	ISC	1015470	I C	S
Do Economic Collection	IT	1010806	O	
Domestic TDY Travel Workshop	MAT	1008739	C	
Econometrics	ISC	1012291	I	S
✗ Economics for Supervisors *so part of my Thing for DF*	IT	1012350	I	
~~Effective~~ Employee *Development*	MAT	1005202	C	4
Effective Oral Presentation	MAT	1015445	C	6
✗ Elint Orientation *No S+T package Now*	IT	1013479	I	S
✗ Essentials of Writing	MAT	1014102	C	6
EXEC Language	ISC	1012238	.C	
Executive Development: Electives	EDS	each elective will be coded individually		
Executive Development Core Course	EDS	1014717	C	
Field Administration	MAT	1005198	A	

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Title				
Freedom of Information/Privacy Act Seminar	MAT	1012060	C	SS
Fundamentals of PL/I	ISC	1012242	C	GS
Fundamentals of VM	ISC	1012220	C	GS
~~Fundamentals of VM (self-study)~~	~~ISC~~	~~1013345~~		
Fundamentals of Word Processing	ISC	1012035	C	GS
General Accounting Systems Workshop	MAT	1015363	A	SS
** Geography Workshops	MAT	1015471	C	SuGS
Getting Your Ideas Across	MAT	1015446	C	GS
GIM II User Language	ISC	1012239	C	GS~~SS~~

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Title				
Gregg Shorthand Refresher	MAT	1015443	C	GS
Guidelines on Intel Activities Under E.O. 12333	IT	1012036	D	SS
Host Based Word Processing	ISC	1014888	C	GS
Industry Familiarization Course	IT	1012240	I	Su
Instructor Systems Design Workshop	MAT	1012353	C	GS
Instructor Training (part II)	MAT	1012361	C	GS
Intelligence Analysis Course	IT	1014617	I	SS
Intelligence Issues ? what happened to it	MAT	1015472	C	B
Intelligence Process Seminar — part of STI new	IT	1013382	S+T	SS
Intelligence Successes & Failures	IT	1014936	I	SS ~~GS~~
Intermediate VM	ISC	1012233	C	
International Economics Course — part of April program	IT	1010807	I	Su
International Narcotics & Intelligence Issues	IT	1012482	I	Su
Introduction to ADP	ISC	1013390	C	B~~GS~~
~~*Introduction to CAMS2 (P/S) (Transition)~~	~~ISC~~	~~1014743~~		
Introduction to CIA NO	IT	1005186	C	O

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Introduction to Micrographics	ISC	1012037	C	G S
Introduction to SAS	ISC	1014025	C	6 S
✓Leadership Seminar (Levinson)	EDS	1013465	C	M
Leadership Styles & Behavior	MAT	1005184	C	M
Logistics Information Management System 1	ISC	1015473	A	S S
Logistics Information Management System 2	ISC	1015474	A	S S
Management Development Course	MAT	1014103	C	M
Management Skills for Secretaries & Admin Assts	MAT	1015475	C	M
Managing Office Automation	ISC	1015423	C m G
Midcareer Course	IT	1005180	C 25X1	B
Military Analysis Course	IT	1014712	I	S
Military Analysis Survey — Mgt Training For DF	IT	1015366	I 25X1	S

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Modeling & Simulation Course	IT	1015455	I	G.
National Warnings Course	IT	1015365	I C	S
✳New Analyst Course	IT	1013884	I	S
Nomad2 Application Development	ISC	1014061	C	G
Nomad2 Procedures	ISC	1015451	C	6.
Nomad2 Screens	ISC	1015455		
Office Automation Seminar	ISC	1012032	C	S
Operational Records I	IT	1012045	O	S
Operational Records II	IT	1012046	O	S

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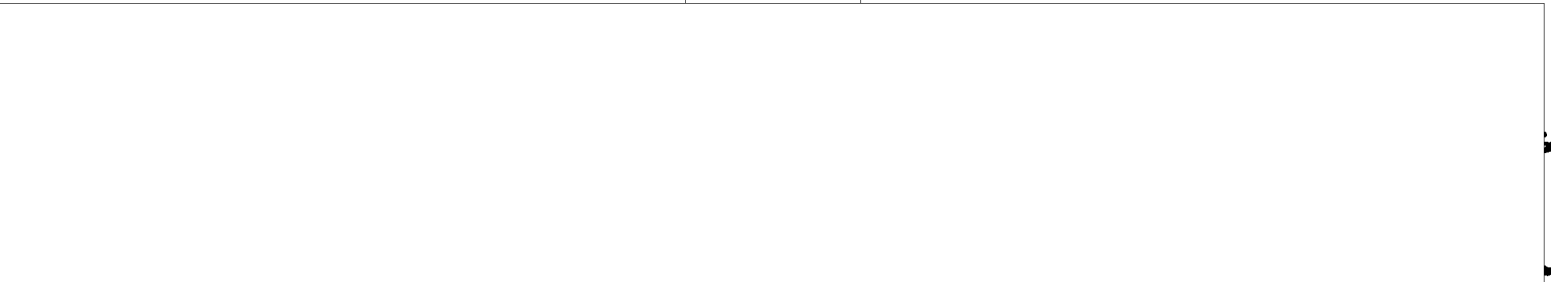
Operations Orientation for Spouses	CID	1005176	O	O
Overseas Orientation Course — yes, but part of new	IT	1010129	C	O
Performance Appraisal Workshop	MAT	1008678	C	M
** Personal Transitions *Priority Targets + Issues*	MAT CTD	1015477	C	O
Professional Men's Crs: Gender-Based Awareness	MAT	1015478	C	B
Professional Woman's Course	MAT	1012289	C	B
Program on Creative Management	MAT	1005170	C	M
Proofreading	MAT	1012179	C	GS
RAMIS Report Writing I	ISC	1012218	C	GS
RAMIS Report Writing II	ISC	1012280	C	GS
** Re-entering the Work Force	MAT	1015492	C	B
Reading Improvement	MAT	1012052		
Realizing the Potential of Agency Women	MAT/EEO	1014137	C	B
Records for Agency Personnel	IT	1012276	C	SS

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Risk of Capture Course — yes, but part of new overseas	IT	1012055	C	SS
Role of the Secretary in an Automated Office	MAT	1015442	C	B

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SAFE	ISC	1013339	I	SS
SAFE Delivery 2	ISC	1015479		
SAFE Transition	ISC	1015480		
Scientific Wpns Intel for the Ops Officer	IT	1005166	O	SS
Script	ISC	1010115	C	GS

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Title					
** Secretarial Certification Workshop	MAT	1015481	C		G
Security Information Management System	ISC	1014616	A		S
Selection Interviewing Workshop	MAT	1012363	A		G
Seminar on Intelligence Analysis	IT	1005164	I		S
Seminar on the Producer/Consumer Relationship	IT	1008667	I		S
Seminar on Revolution in Latin America	IT	1015364	C 25X1		S
Soviet Realities Course	IT	1012041	I C		C

Statistics Using SAS	ISC	1015482	C		G
Stress Management	MAT	1015483	C		B
Supervision of Analysis *(part of super traing for DI)*	IT	1012078	I		S
Supervisor-Secretary/A Management Team (The)	MAT	1015484	C	m	G
Supervisory Skills for Secretaries & Admin Assts	MAT	1015485	C		M
Survey of Intelligence Collection Systems	IT	1008979	I		S
Survey of Intelligence Information Systems	ISC	1005157	I C	B	
Telegraph	ISC	1015486	C		GS
** Telephone Tehniques	MAT	1015487	C		GS
Time Management	MAT	1015448	C		GS
Travel/Class B Techniques	MAT	1015488	A		SS
** Typing for Speed and Accuracy	MAT	1015489	C		GS
Urban Awareness	MAT	1012290	C		B
USSR Country Survey *(part of Regional presentation)*	IT	1005154	C		Su
Wang Basic	ISC	1015488	C		GS
Women in the Workforce	MAT	1015444	C		B
~~Word Processing for Instructors~~	~~ISC~~	~~1012286~~	C		GS

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** Working in Washington for CIA	MAT	1015490	C	O
Writing JCL	ISC	1012283	C	65
Xedit Training Course	ISC	1014141	C	65

* Course ending with July 84 running

** Proposed for FY-85

revised 7/5/84 LAG

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